

February 4, 1963

TO: New 1410/7000 Series Installations
SUBJECT: Engineering Change Procedures

All 1410/7000 Series Field Bills of Material, shipped from Poughkeepsie, are accompanied by two IBM cards. These cards and their purpose are described below:

1. Yellow "Machine Level Control B/M Installation Card"
(Form D39908)

This business reply card should be completed and returned to Poughkeepsie on installation of the B/M. The left side of the card is used to update the machine EC History and the right Port-A-Punch section is used to monitor B/M Quality.

2. White "Field Change Control Card" (Form N12422)

This card contains punched and interpreted information which is duplicate to that contained in card #1. It is designed to be used for maintenance of local uninstalled and EC History files.

Please note:

- a. Do not accumulate card #1 in the Branch Office for the purpose of returning them in groups. Such a practice delays EC History updating and the correction of any errors which may exist in the field B/M involved.
- b. 700 Series Service Aid #42 (Section 1205) and 7000 Series Service Aid #14 describe procedures which are applicable to the Port-A-Punch section of card #1.



Technical Operations Manager